



## City of Austin - JOB DESCRIPTION



### Austin Housing Finance Corporation Bonds Administrator

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<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10461	<b>Salary Grade:</b>	AG9
<b>Approved:</b>	June 24, 2003	<b>Last Revised:</b>	January 24, 2008

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**Purpose:**

Provide oversight and administer the Austin Housing Finance Corporation (AHFC) Tax Exempt Housing Bond Programs. These include the Single Family Bond Program, Mortgage Credit Certificate Program and the Multifamily Bond Program.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Direct the activities of the bond financing team including the Financial Advisor, Bond Counsel, Corporate Counsel, Trustee and Underwriter.
2. Serve as the main point of contact with the Texas Bond Review Board with regard to participation in the annual bond lottery.
3. Responsible for every facet of the Multifamily Bond Program including, maintaining the board approved rules, providing policy recommendations, responding to inquiries and reviewing and processing applications for participation in the Texas Bond Review Board annual lottery.
4. Develop all Requests for Board Action (RBA's) with regards to multifamily bond issues.
5. Review and file monitoring reports with the Texas Department of Housing and Community Affairs (TDHCA) to maintain compliance with the Low Income Housing Tax Credit (LIHTC) program.
6. Explore investment opportunities for AHFC to participate as a developer and owner or equity partner in bond assisted and LIHTC assisted multifamily rental projects.
7. Analyze apartment complex proformas, negotiate contracts, acquire land and review development plans.
8. Meet with prospective partners and strategize on AHFC investment opportunities in multifamily apartment development using essential purpose bonds.
9. Document the required federal reporting and monitoring on all of the single family and multifamily bond issues.
10. Create and maintain all AHFC Bond Program guidelines, prepare annual budget for the bond program, provide forecasts, and generate the funds to pay for the administrative functions of the AHFC Bond Program.
11. Track all legislation that might affect local housing finance agencies.
12. Review annual budget and marketing plan for two LIHTC finance rental projects.

**Responsibilities - Supervisor and/or Leadership Exercised:**

None.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of bonds with regards to local housing finance agencies.
- Knowledge of federal regulations with regards to affordable housing concepts.
- Knowledge of preferred business practices.
- Knowledge of accounting practices and concepts.
- Knowledge of manual and automated financial systems.
- Knowledge of financial reporting in conformity with generally accepted accounting principles.
- Skill in effective verbal and written communications.
- Skill in analyzing and interpreting financial records.
- Skill in designing and maintaining complex spreadsheets and databases utilizing word processing software.
- Ability to prepare accurate and complex financial reports and statements.
- Ability to establish and maintain good working relationships with other City employees and the public.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major course work in a field related to Finance, Accounting, or Economics field plus three (3) years experience in a field related to reviewing or analyzing finance or accounting records.
- A Masters degree in Finance, Accounting, Economics, or other relevant field may substitute for two years of experience.

**Licenses and Certifications Required:**

None

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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.